

DAVID DOUGLAS SCHOOL DISTRICT #40
JOB DESCRIPTION
Licensed-Teacher on Special Assignment (TOSA)

JOB TITLE: TOSA-Scots' PRIDE – High School

Reports To: High School Principal

Job Purpose Statement/s: The Scots' PRIDE TOSA will facilitate the school wide implementation of Year 1 of the Positive Behavior Support (PBS) model. As a coach, this person will complete the following job responsibilities to effectively and successfully implement Scots' PRIDE.

Essential Job Functions:

- **Facilitate** Scots PRIDE team meetings; **consult** with involved staff; **create** meeting agendas; **brainstorm** and **lead** team activities.
- **Manage** all Scots PRIDE team communication, including creating team newsletters, responding to staff suggestions and emails, and managing a Scots PRIDE team email.
- **Collect** and **analyze** data to ensure that Scots PRIDE is responding to our school community needs.
- **Connect** Scots PRIDE efforts with Literacy efforts, including collaborating with Literacy Coach and School Improvement Coordinator.
- **Facilitate** training sessions for staff, students and community members.
- **Organize** and **develop** student involvement and representation.
- **Consult** with the District PBS coach, vice principal liaison, and other involved district personnel.
- **Lead** presentations during DDHS staff and division meetings, the High Desert PBS Forum, and the Portland Metro PBS Forum.
- **Advise** Scots PRIDE sub committees, including the Corrections Team, Acknowledgements Team, and the Lesson Plan Team.
- **Brainstorm** new ideas for Scots PRIDE implementation, communication, presentation, and long-term success.

Other Job Functions:

- **Become** familiar with and uphold the enforcement of school rules, Administrative Regulations and Board Policy.
- **Assist** in the district-wide planning of the PBS program.
- **Maintain** accurate, complete, and correct records as required by law, district policy, and Administrative Regulations.
- **Confer** with colleagues, administrators, students and/or parents when necessary.
- **Participate** in various meetings (e.g. parent conferences, in-service training, site meetings, etc.) for the purpose of receiving and/or providing information.
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Job Requirements – Qualifications:

- **Experience Preferred:** Prior PBS experience.
- **Skills, Knowledge and/or Abilities Required:**

Skills in collaboration, group process and team facilitation.

Knowledge of current policies and practices. Knowledge and experience working with behavior management programs.

Licensed – TOSA-Scots' PRIDE – High School - Page 2

Abilities to stand and walk for prolonged periods, provide direction to others and make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form. Significant physical abilities include /reaching/handling, fingering, talking/hearing conversations, near/far visual acuity/depth perception and accommodation.

Education Required: Bachelor's Degree.

Licenses, Bonding and/or Testing Required: Appropriate Teacher Standards and Practices Commission license, Criminal Justice fingerprint clearance, and valid driver's license and evidence of insurability.

Multi-Cultural preferred. Bi-Lingual preferred. ESOL and/or Reading endorsements preferred.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Other: First aid card and cardiopulmonary resuscitation certificate.

Terms of Employment: Salary and work year according to the current contract and school calendar.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff Personnel.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.